



Duty Logs & Message Forms

*What the EmComm ham really
needs when activated Ö*

A pad of paper is not enough...



*Handling traffic in
an emergency
net takes more
than a simple
pad of paper.*

*You need some
resources to be
effective.*



What you need ...



- *Check-in protocol*
- *Frequency plan*
- *Incident channel assignments*
- *Radio operation cheat sheet*
- *Message log*
- *Message forms*
- *ID badge(s)*
- *Org chart/call signs*
- *Carbon paper*
- *ISC-205: Radio Comm Plan*
- *FCC License & certifications*



Western Washington Medical Services Team



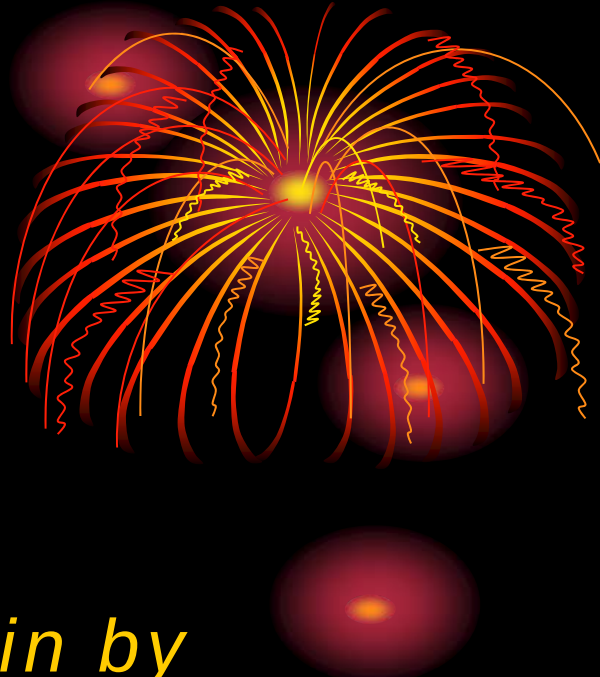
Duty Log

Alan Jones, KD7 KUS
IRIS ID: 137384 MST: MS-07131
17629 NE 138th Street
Redmond, WA 98052-1226
(425) 883-0405 AlanBJones@verizon.net

Group Health Bellevue Medical Center
11511 NE 10th Street
Bellevue, WA 98004-8578
(425) 502-4120

Duty Gear

1. Duty Log
 - a. WWMST Activity Log Forms
 - b. Hospital Capacity Reports
 - c. Hospital Damage Assessment Checklist
 - d. ARRL Radiogram Forms
 - e. HICS-213 Forms
 - f. Map of hospitals
 - g. Channels chart
 - h. Alinco Radio Instructions
2. Daypack
3. Clipboard & pen
4. Snacks & water bottle
5. Thermos of coffee
6. Cell phone
7. Clock

A large, vibrant firework exploding in the upper right corner of the slide, with many orange and yellow streaks radiating outwards against a dark background.

*Begin by
assembling a
duty log:
resources and
forms*

Check-In Protocol



If you will be assigned to a hospital, fire station, EOC or to shadow an ICS official, identify the check-in protocol and start-up procedures:

- To whom will you report?
- Where are the radios? Is the cabinet locked?
- How do you turn on the power supply, radio and plug in earphones?

Check-in:



- What are initial net frequencies? If the radio has been used, can you re-set the frequency?
- What is your tactical call sign?
- Where is the EOC? To whom does traffic go at your assigned location?
- Is there food, water, restroom facilities at your assigned location?



Operating Alinco DR 135/435 Mk II Radios

Check in with the Emergency Room Charge Nurse. Radios are located in Triage Room 2, the cabinet above the sink. Cabinet is not normally locked.

Turn on the Astron power supply I/O switch. Turn on each radio by pushing the cream-colored power button on the upper right of each radio.

If desired, plug in the MFJ-392B headphones (two sets on upper shelf). Headphone jacks (mini-stereo plugs) are located on the back right side of each radio.

The radios (VHF on left, UHF on right) are programmed for repeaters throughout the Puget Sound. Check the WWMST Exercise Instruction for drill frequencies, then consult the frequency matrix (in the Duty Log) for each desired channel. [Usual WWMST 2m frequency is 146.90 MHz – (103.5) which is set for MST VA, ch 80] Radio channels are programmed with the repeater name, not the frequency, as some repeaters use the same frequency but have different CTCSS tones.

Set the squelch for each radio by pushing the <SQL> button, then turning the large black knob to "02."

For simplex operation:

1. Push <V/M> button (which displays the frequency), then tune with the large black knob.
2. To tune the digits to the left of the decimal, push the <MHz> button, then adjust the large black knob.
3. To fine-tune the frequency to the right of the decimal, push <MHz> again, then adjust with large black knob.

Shut-down: power down each radio, then the I/O power supply switch. Leave word with the Charge Nurse that you have secured the radios and ended the exercise.

Signal Report

READABILITY

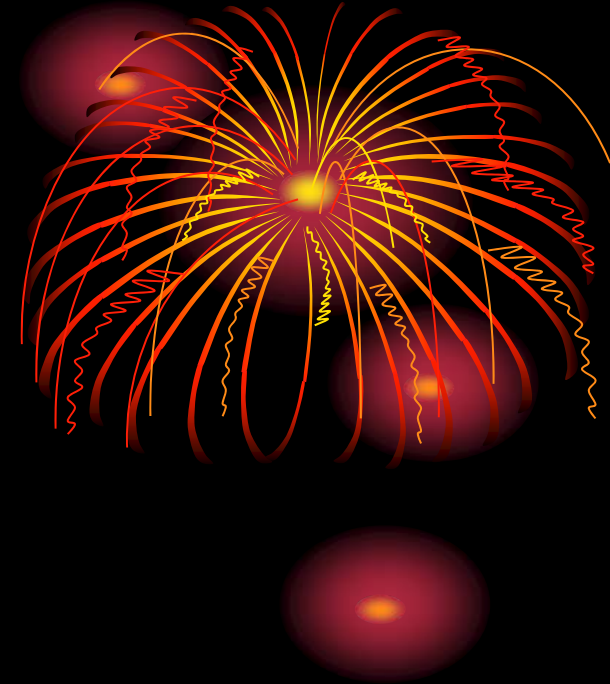
- 1 – Unreadable
- 2 – Barely readable, occasional words distinguishable
- 3 – Readable with considerable difficulty
- 4 – Readable with practically no difficulty
- 5 – Perfectly readable

SIGNAL STRENGTH

- 1 – Faint signals barely perceptible
- 2 – Very weak signals
- 3 – Weak signals
- 4 – Fair signals
- 5 – Fairly good signals
- 6 – Good signals
- 7 – Moderately strong signals
- 8 – Strong signals
- 9 – Extremely strong signals

TONE

- 1 – Sixty-cycle ac or less, very rough and broad
- 2 – Very rough ac, very harsh and broad
- 3 – Rough ac tone, rectified but not filtered
- 4 – Rough note, some trace of filtering
- 5 – Filtered rectified ac, but strongly ripple-modulated
- 6 – Filtered tone, definite trace of ripple modulation
- 7 – Near pure tone, trace of ripple modulation
- 8 – Near perfect tone, slight trace of modulation
- 9 – Perfect tone, no trace of ripple or modulation of any kind



Have a cheat sheet
with radio operating
procedures.

Have a frequency plan for your net:

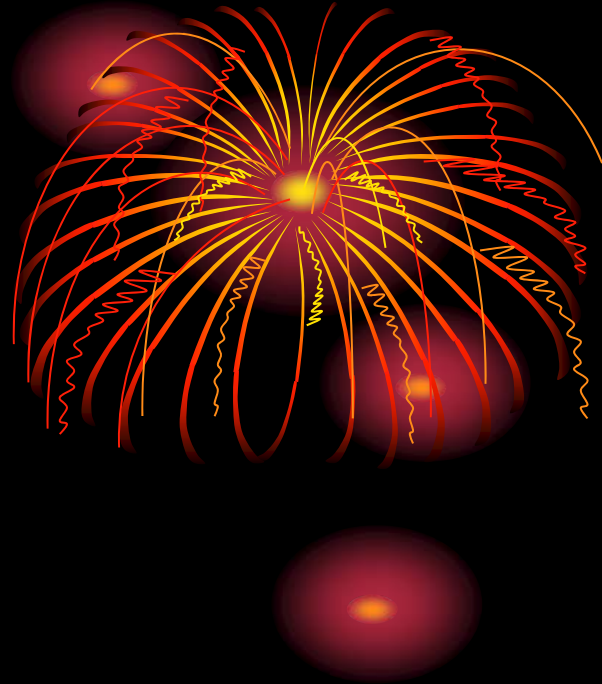
AMATEUR RADIO PROGRAMMING WESTERN WASHINGTON HOSPITALS - VHF - 2 METERS

CHN#	TAC NAME	ACRONYM	RX FREQ	SHIFT	TX TONE	RX TONE	REGION	LOCATION 1	LOCATION 2	CALL	SPONSOR	COMMENTS
1	VXA	SPX652	146.520	0	100.0	CS	ALL	STATEWIDE		NA	NA	NATL CALLING
2	VXB	SPX642	146.420	0	97.4	CS	ALL	STATEWIDE		NA	NA	
3	VXC	SPX643	146.430	0	167.9	CS	ALL	STATEWIDE		NA	NA	
4	VXD	SPX646	146.460	0	110.9	CS	ALL	STATEWIDE		NA	NA	
5	VXE	SPX648	146.480	0	118.8	CS	ALL	STATEWIDE		NA	NA	
6	VXF	SPX750	147.500	0	127.3	CS	ALL	STATEWIDE		NA	NA	
7	VXG	SPX752	147.520	0	136.5	CS	ALL	STATEWIDE		NA	NA	
8	VXH	SPX754	147.540	0	146.2	CS	ALL	STATEWIDE		NA	NA	
9	VXI	SPX Y	147.560	0	156.7	156.7	ALL	STATEWIDE		NA	NA	
10	VXJ	SPX Z	147.580	0	103.5	103.5	ALL	STATEWIDE		NA	NA	
11	V1A	LYMAN	145.190	-	127.3	127.3	1	Lyman Hill	SKAGIT COUNTY	N7JQA		SKAGIT CNTY ARES
12	V1B	BLNGHM	145.230	-	103.5	103.5	1	Sumas Mtn	WHATCOM COUNTY	W7JQM	J-MAR COMM	WHATCOM CNTY ARES
13	V1C	MTERRIE	145.250	-	127.3	127.3	1	Mt Erie	WA7NAN			ISLAND COUNTY ARES
14	V1D	SANJUN	146.700	-	127.3	127.3	1	Buck Mtn	W7JQM	J-MAR COMM		
15	V1E	MTCON	146.740	-	103.5	CS	1	Mt Constitution	WHATCOM COUNTY	K7SKW	MT BAKER RC	WHATCOM COUNTY ARES
16	V1F	SNOHOM	146.780	-	103.5	CS	1	Lynnwood	SNOHOMISH COUNTY	K7CHN	SNOKING RG	
17	V1G	WHIDIS	146.860	-	127.3	CS	1	Oak Harbor	WHIDSEY ISLAND	W7AVM	ICARC	ISLAND COUNTY ARES
18	V1H	ORCAS	146.900	-	131.8	131.8	1	Orcas Is	SAN JUAN COUNTY	K7KFM		SAN JUAN CNTY ARES
19	V1J	PILCHUK	146.920	-	123.0	123.0	1	Mt Pilchuck	SNOHOMISH COUNTY	W7VYA	SNO RACES	SNOHOMISH CNTY RACES
20	V1K	WHTOM	147.160	+	103.5	CS	1	King Mtn	WHATCOM COUNTY	K7SKW	MT BAKER RC	WHATCOM CNTY ARES
21	V1L	SNOHAM	147.180	+	103.5	103.5	1	Everett	SNOHOMISH COUNTY	W7LAW	SNOCC HAMS	
22	V1M	ISLAND	147.220	+	79.7	CS	1	Freeland	ISLAND COUNTY	K7OI		
23	V1N	ESCA	147.340	+	CS	CS	1	Woodinville	KING COUNTY	K6RPF		SNOHOMISH CNTY ESCA
24	V2A	PANGLS	145.130	-	100.0	CS	2	Port Angeles	CLALLAM COUNTY	W7FW		PORT ANGELES
25	V2B	PTWNSD	145.150	-	114.8	114.8	2	Port Townsend	JEFFERSON COUNTY	W7JCR	JEFFERSON	JEFFERSON CNTY ARES
26	V2C	KTSAPN	145.350	-	103.5	CS	2	Otelle	W7ZLJ	K7PAG		
27	V2D	FORKS	145.370	-	114.8	CS	2	Forks	ELLIS MTN	K7PP	K7PP	LINK TO FORKS UHF RPTR
28	V2E	KIT EOC	145.430	-	179.9	CS	2	Silverdale	KITSAP COUNTY	AB7Y	KITSAP DEM	KITSAP CNTY ARES
29	V2F	GOLD	146.620	-	103.5	103.5	2	Gold Mtn	BREXERTON	WW7RA	WW7RA	WESTERN WA RPTR ASSN
30	V2G	NORTHPT	146.660	-	100.0	CS	2	North Point			WESTCOAST ARA	LINKED ACCESS TO CALLAM CNTY
31	V2H	CLALLAM	146.760	-	100.0	100.0	2	Striped Peak	OLYMPIC PENINSULA	W7FEL	CLALLAM CO	CLALLAM CNTY ARES
32	V2I	VICTBC	146.840	-	100.0	100.0	2	Victoria	BRITISH COLUMBIA		WESTCOAST ARA	LINKED TO N POINT CALLAM CNTY ACCESS
33	V2J	GREEN	146.880	-	CS	CS	2	Green Mtn	BREXERTON	K7PF	SEA RPT GRP	
34	V3A	OLYMPA	145.150	-	103.5	CS	3	Olympia	THURSTON COUNTY	W7UDI		PSE ARC
35	V3B	NOMASN	145.170	-	103.5	103.5	3	Belfair	MASON COUNTY	NM7E	MASON ARES	MASON CNTY ARES
36	V3C	NOMTN	145.270	-	103.5	103.5	3	North Mtn	MASON COUNTY	W7UVH		
37	V3D	ABRDN	145.390	-	118.8	118.8	3	Aberdeen	GRAYS HARBOR CNTY	W7EOC	AUX EMER COM	BEACHNET LINKED SYSTEM
38	V3E	LEWIS	145.430	-	110.9	110.9	3	Toledo	LEWIS COUNTY	AC7SR		LEWIS CNTY ARES
39	V3F	CPTLRK	145.470	-	100.0	CS	3	Capitol Peak	THURSTON COUNTY	K7CPR	CAPITAL RG	DISTRICT 3 ARES
40	V3G	ASTORA	146.660	-	118.8	CS	3	Astoria	OREGON	W7FBM	W7FBM	CLATSOP COUNTY ARES
41	V3H	MINERL	146.680	-	103.5	CS	3	Mineral		K7HW		
42	V3I	MSNEOC	146.720	-	103.5	CS	3	Shelton	MASON COUNTY	N7SK	MCARC	MASON CNTY ARES NET
43	V3J	ASTRIA	146.760	-	118.8	CS	3	Astoria	OREGON	W7BU	SEARC	
44	V3K	LACEY	146.800	-	100.0	CS	3	Lacey	THURSTON COUNTY	W7CI		
45	V3L	PACFCN	146.860	-	CS	CS	3	Ilwaco	PACIFIC COUNTY	W7RDR	Gray's Harbor ARC	
46	V3M	GRYSON	146.900	-	CS	CS	3	Saddle Mtn	GRAYS HARBOR CNTY	W7ZA	Gray's Harbor ARC	
47	V3N	BAWFAW	147.060	+	110.9	110.9	3	Baw Faw Peak	LEWIS COUNTY	N7PRJ	BAW FAW RG	LEWIS CNTY ARES
48	V3O	ABRDN	147.160	+	88.5	88.5	3	Aberdeen	GRAYS HARBOR CNTY	W7ZA	Gray's Harbor ARC	
49	V3P	PACFCN	147.180	+	118.8	118.8	3	Chinook	PACIFIC COUNTY	NM7R	PAC CO ARES	BEACHNET LINKED SYSTEM
50	V3Q	SOBND	147.340	+	118.8	118.8	3	South Bend	PACIFIC COUNTY	NM7R		BEACHNET LINKED SYSTEM
51	V3R	OLYARS	147.360	+	103.5	103.5	3	Olympia	THURSTON COUNTY	N77H	OLY ARES	THURSTON CNTY ARES - UHF LINK

UHF,
VHF &
6m tables

Western Washington ARES/RACES Amateur Radio Regional Frequency Plan

TEAM	REPEATER 1 A Offset Tone	REPEATER 2 A Offset Tone	REPEATER 3 A Offset Tone	SIMP 1	SIMP 2	SIMP 3
King Co ARES	14882 -(103.5)					
King Co EOC	14511 -(103.5)	444.525+ (103.5)		144.370	148.440	144.330
Rocket				145.590		
IC Co Police SAR	14511 -(103.5)	14682 -(103.5)	444.525+ (103.5)	148.440	144.370	147.480
	444.65 +(156.7)	443.70+ (103.5)		148.560	148.480	
Auburn	147.24+			147.240	145.690	448.325
Bellevue 911	44110 +(156.7)	443.70+ (103.5)	44110 S(156.7)	148.560	148.480	
Black Diamond				147.400	147.500	448.375
Burlin				147.590	147.600	448.500
Enumclaw				147.480	147.480	448.400
Redens Way	147.040 +	14676 -(103.5)	442950+ (103.5)	147.560	147.600	448.900
File Dist 40				147.480	144.400	448.175
Issaquah	14734 +		4345625 (071.9)(cross-band link)	146.59 448.60 (665) Tac	144.33 448.625 (66.5) Tac	147.59 448.60
Kent				145.650	145.700	448.275
Kirkland	14549 -(103.5) 447.075 +(103.5)	147.34 +	14682 -(103.5) 146.31-(103.5)	145.61 3085 (W9BN)	445.650	147.54 440.65 (Packet)
Maple Valley	441.775 +(103.5)	443.625+ (103.5)		146.540	145.630	446.250
Mercer Island	14716 +(146.2)	440.150+ (103.5) Mixed to 147.44 S	440.95+ (103.5) X-band to 147.44 S back same	147.440		
Normandy Park				147.540	147.560	448.675
Redmond	442.725 +(103.5)	440.675+ (103.5) 145310 -(103.5)	53.07 -(100)	148.420	145.530	145.67 Packet Simplex
Renton				147.400	147.460	448.150
Sea Tac				147.560	147.600	448.650
Shoreline	440.500 +(103.5)	Packet Simplex 14505		146.505	440.300	
Brookdale	14696 -(100)			144.370	147.540	
Tukwila				147.540	147.560	448.675
Valley Comm				147.420	147.500	448.250
Walton Island	443.500 +	444.650+ (131.8) Monitor Only		147.480	26365 USB	14756 446.575
White Center				147.480	147.560	448.775
Woodinville	147.34+	442.775 +(100)	441100 +(156.7) 53.07 -(100)	147.510		
Seattle	14696 -(103.5)	443.00+ (141.3) East Net Coord 5325 -(100)	441.80+ (141.3) West Net Coord	147.510		
Medical Services	14690 -(103.5)	443.55+ (103.5)	22466 - 1292.0	148.420	448.025	
N King Co	14690 -(103.5)	444.625+ (103.5)	53.55 -(100)	148.480	448.050	
S King Co	14690 -(103.5)	443.55+ (103.5)		148.480	448.075	
Rocket			8EA Node	145.010		
Industrial Teams						
Bellingham	14533 -(170.9)	22434 -(170.9)	442075+ (1100)	145.510	223.48 448.90	
Seviation Army	14682 -(103.5)					



Have a frequency plan for your entire region: WW ARES Frequency Plan – 4 pages

Build your own Activity Log

- Printed on lined paper -



Time In: _____ Time Out: _____ Total Time: _____ hrs

Odometer Start: _____ Odometer End: _____

Activity Location: _____

Activity Event: _____

WWMST Activity Log

Alan Jones, KDTKUS



Date: _____

Mission No. _____ Page 1 of _____

FACILITY CAPACITY REPORT

ACCEPTING PATIENTS? Y / N

DISASTER PLAN ACTIVATED? Y / N

ER CAPACITY

Alpha I _____

Alpha II _____

OR CAPACITY

Bravo I _____

Bravo II _____

MED/SURG CAPACITY

Charlie I (Available beds) _____

Charlie II (ICU) _____

Charlie III (CCU) _____

Charlie IV (Peds) _____

Charlie V (Psych) _____

FACILITY SITUATION REPORT

Damage?

Power?



TIME

ACTIVITY



Activity Log Header, Page 2

- *Printed on lined paper –*
- Try using carbon paper: it works, it's cheap, and you don't need power or a photocopier!

Alan Jones, KD7 KUS		VWMST Activity Log	
Activity Event: _____		Date: _____	
Page ____ of ____			
TIME	ACTIVITY		

Activity Logs are Legal Documents



- In the event of injuries, negligence, damages or liability, your activity log may become a court document.
- Make provisions to leave the original with an IC or the EOC. Keep a copy for your records.
- Copies? Don't overlook simple carbon paper to create a copy as you document traffic.

Hospital Incident Command System
Job Description
AMATEUR RADIO OPERATOR

Date: _____ Start: _____ End: _____ Position Assigned To: _____ Init: _____

TAC ID: _____ (Radio Title)

Position Reports To: _____ (Logistics Officer or Designated Contact) Sign _____

Hospital Command Center Locations: _____

Telephone: _____ Fax: _____ Other Contact Info: _____

Mission: To provide communication either external or internal during times when normal hospital communications have failed or been disrupted.

Immediate (Operational Period 0-2 Hours)	Time	Initial
Put on emergency medical team identification.		
Check in at Incident Command Center (ICC).		
Receive Section package with Job Action Sheet, etc.		
Read this entire Job Action Sheet.		
Obtain briefing from Designated Contact or Incident Commander (IC).		
Begin documenting your actions on an Activity Log & Action Plan Log.		
Turn these forms into Documentation Supervisor at the end of incident.		
Set up radio in designated location and assure functioning.		
Check in with Net Control (NC) via amateur radio and follow any instructions given.		
If NC not available, check in with the local emergency operations net and follow any instructions given.		
Communicate directly with Logistics Officer, or designee, about any urgent communications.		

Intermediate (Operational Period 2-12 Hours)	Time	Init.
Obtain situation status report from NC.		
Relay hospital status to net control as required.		
Log all relevant communication including messages sent or received.		
Ensure messages requiring action are followed up according to message precedence.		
Do not leave amateur radio without coordination with net control.		
Request a runner from the Personnel Pool – request runner to stop at scheduled intervals.		
Post all messages where a runner can take them to the ICC.		
Communicate directly with Designated Contact or IC in urgent communications.		



ICS Amateur Radio Operator Job Description

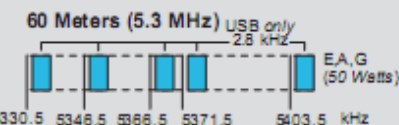
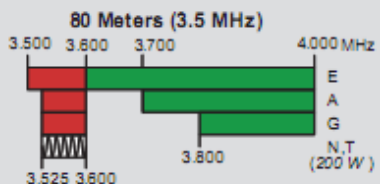
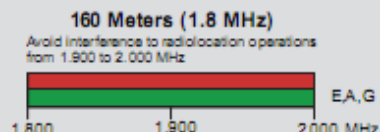
US Amateur Radio Bands

US AMATEUR POWER LIMITS

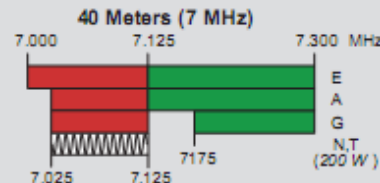
At all times, transmitter power should be kept down to that necessary to carry out the desired communications. Power is rated in watts PEP output. Except where noted, the maximum power output is 1500 Watts.

Effective Date
February 23, 2007

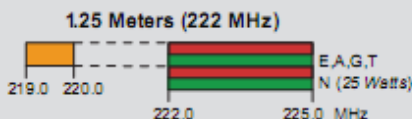
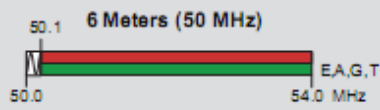
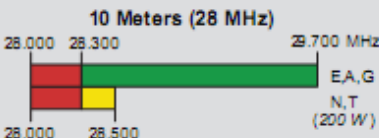
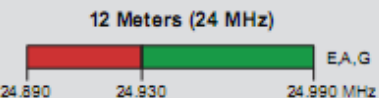
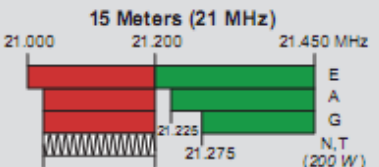
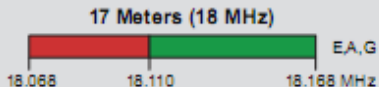
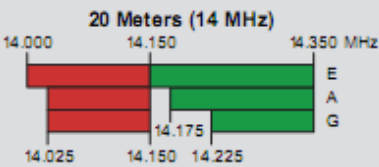
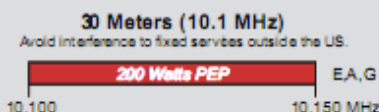
Published by:
ARRL The national association for
AMATEUR RADIO™
www.arrl.org
225 Main Street, Newington, CT USA 06111-1494



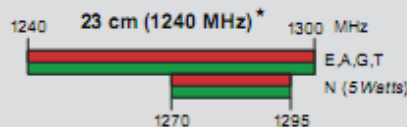
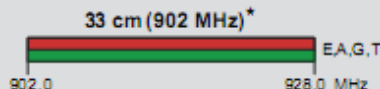
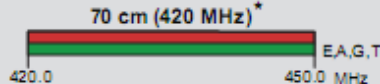
General, Advanced, and Amateur Extra licensees may use the following five channels on a secondary basis with a maximum effective radiated power of 50 W PEP relative to a half wave dipole. Only upper sideband suppressed carrier voice transmissions may be used. The frequencies are 5330.5, 5346.5, 5366.5, 5371.5 and 5403.5 kHz. The occupied bandwidth is limited to 2.8 kHz centered on 5332, 5348, 5368, 5373, and 5405 kHz respectively.



Phone and image modes are permitted between 7.075 and 7.100 MHz for FCC licensed stations in ITU Regions 1 and 3 and by FCC licensed stations in ITU Region 2 West of 130 degrees West longitude or South of 20 degrees North latitude. See Sections 97.305(c) and 97.307(f)(11). Novice and Technician licensees outside ITU Region 2 may use CW only between 7.025 and 7.075 MHz. See Section 97.301(e). These exemptions do not apply to stations in the continental US.



*Geographical and power restrictions may apply to all bands above 420 MHz. See The ARRL Operating Manual for information about your area.



All licensees except Novices are authorized all modes on the following frequencies:

2300-2310 MHz	1.0-10.5 GHz	122.25-123.0 GHz
2390-2450 MHz	24.0-24.25 GHz	134-141 GHz
3300-3500 MHz	4.7-4.7.2 GHz	241-250 GHz
5650-5925 MHz	7.6-8.1 GHz	All above 275 GHz

KEY

Note: CW operation is permitted throughout all amateur bands except 60 meters.

MCW is authorized above 50.1 MHz, except for 219-220 MHz.

Test transmissions are authorized above 61 MHz, except for 219-220 MHz.

- █ = RTTY and data
- █ = phone and image
- █ = CW only
- █ = SSB phone
- █ = USB phone only
- █ = Fixed digital message forwarding systems only

E = Amateur Extra
A = Advanced
G = General
T = Technician
N = Novice

See ARRLWeb at www.arrl.org for more detailed band plans.

ARRL
We're At Your Service

ARRL Headquarters:
800-894-0200 (Fax: 860-894-0259)
email: hq@arrl.org

Publication Orders:
www.arrl.org/catalog
Toll-Free 1-888-277-6269 (800-894-0365)
email: orders@arrl.org

Membership/Circulation Desk:
www.arrl.org/catalog
Toll-Free 1-888-277-6269 (800-894-0365)
email: membership@arrl.org

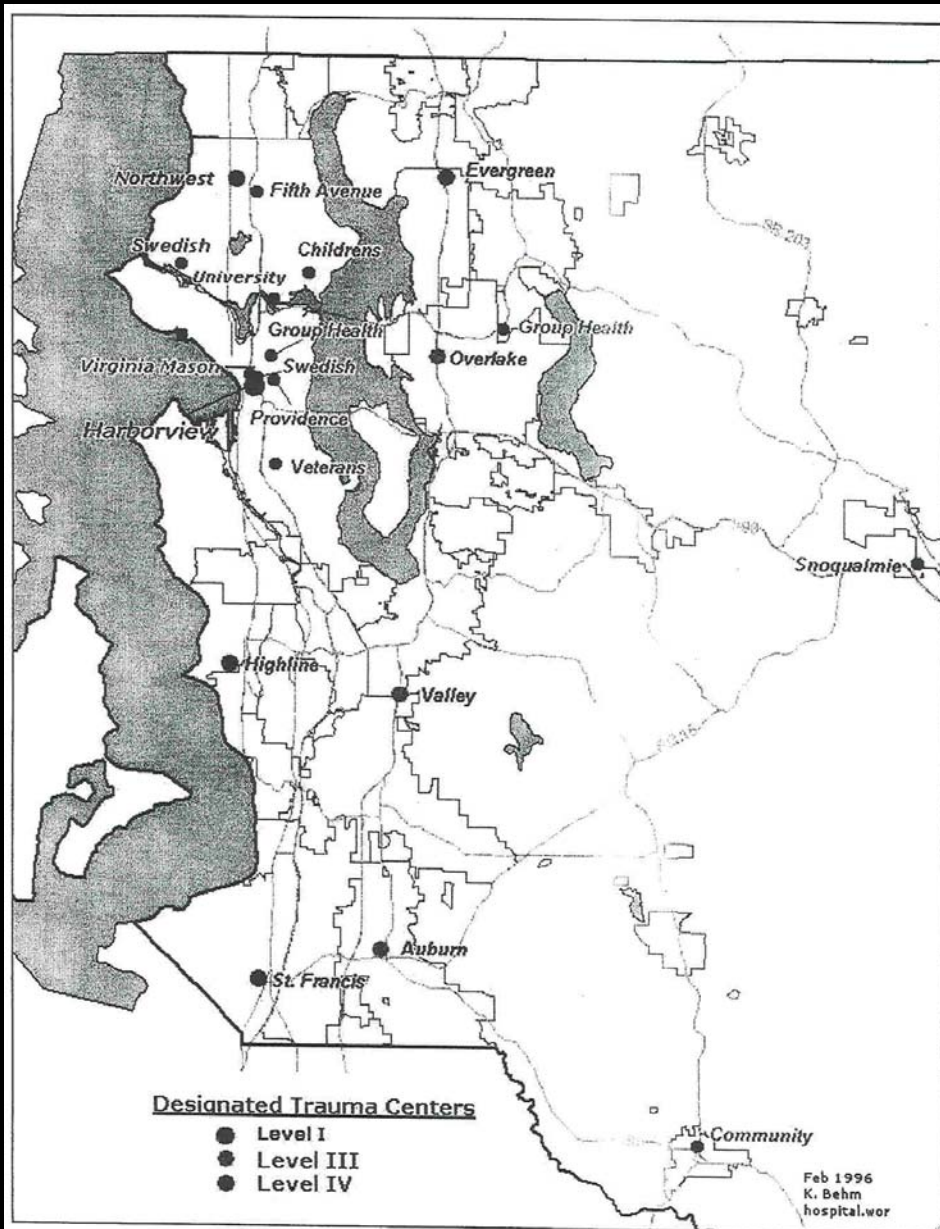
Getting Started in Amateur Radio:
Toll-Free 1-800-328-3942 (800-894-0365)
email: news@arrl.org

Exams: 800-894-0300 email: veo@arrl.org

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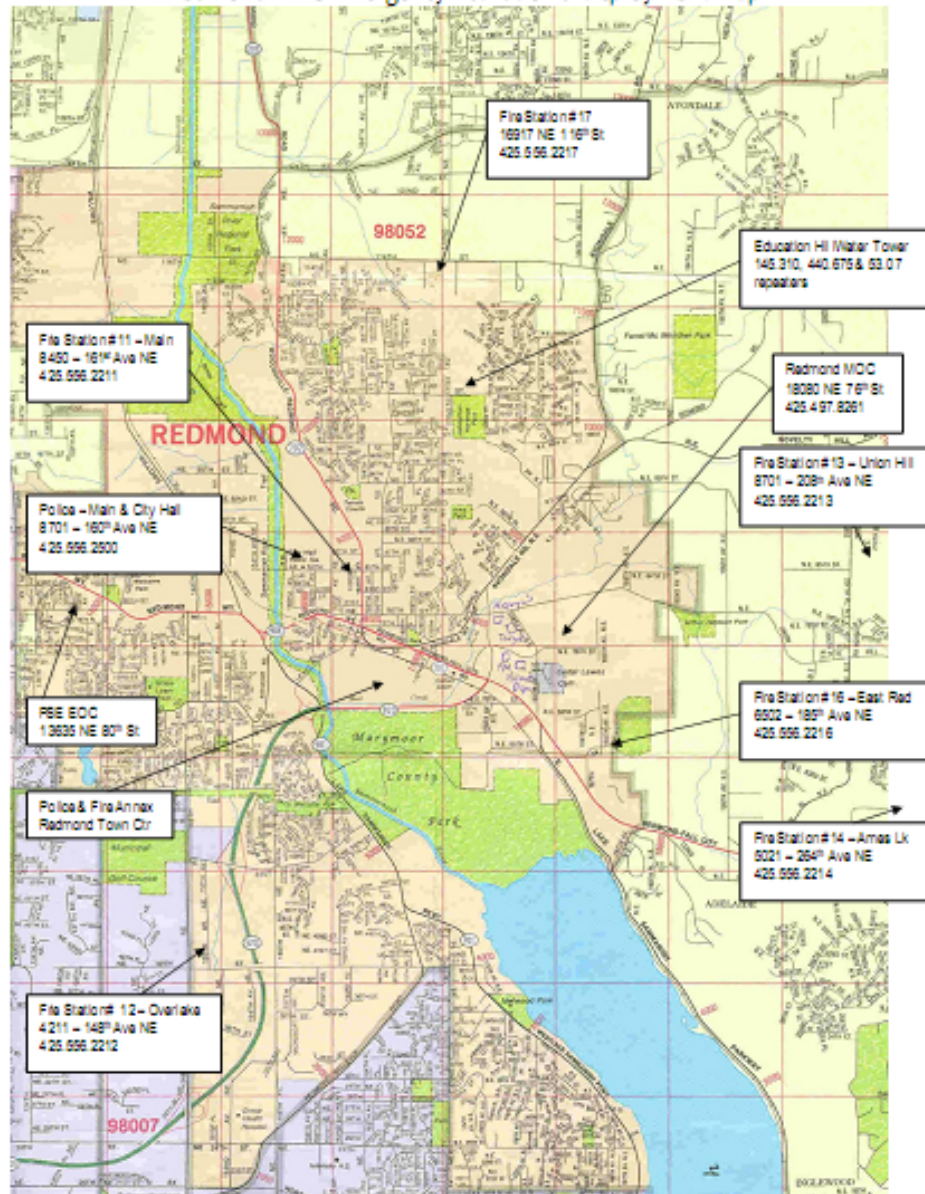
*Have maps
of possible
deployments*



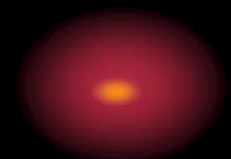
King County Emergency Medical Services

King County Medical Control Hospitals

Redmond ARES Emergency Activation & Deployment Map



12/23/2005



Maps should
have
addresses,
phone numbers

Certifications & License

- FCC Amateur Radio License
- EmComm certificates
- FEMA / EMI certificates
- HIPAA Training certification

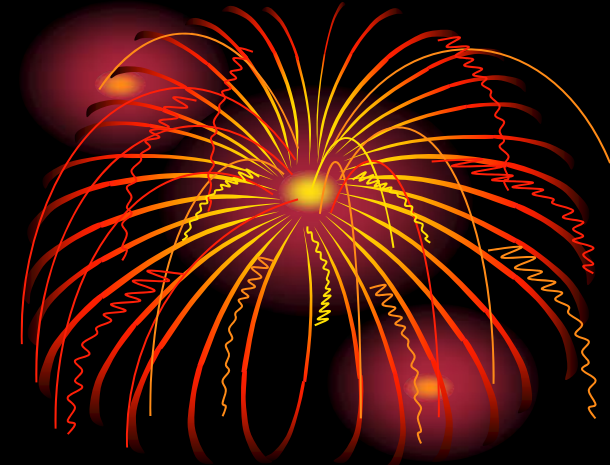
Special Report Forms

Your EmComm group may have special reporting forms:

- Hazard assessment
- Facility damage
- Bed capacity
- Supply requests

FACILITY SYSTEM STATUS REPORT

1. Operational Period Date/Time	2. Date Prepared	3. Time Prepared	4. Building Name
5. System Status Checklist			
Communications System	Operational Status	Comments (If not fully operational/functional, give location, reason, and estimated time/resources for necessary repair. Identify who reported or requested.)	
Information Technology (email registration/patient records time card system/intranet, etc)	☐ Fully functional ☐ Partially functional ☐ Nonfunctional		
Nurse Call System	☐ Fully functional ☐ Partially functional ☐ Nonfunctional		
Paging/Public Address	☐ Fully functional ☐ Partially functional ☐ Nonfunctional		
Radio Equipment	☐ Fully functional ☐ Partially functional ☐ Nonfunctional		
Satellite System	☐ Fully functional ☐ Partially functional ☐ Nonfunctional		
Telephone System, External	☐ Fully functional ☐ Partially functional ☐ Nonfunctional		
Telephone System, Internal	☐ Fully functional ☐ Partially functional ☐ Nonfunctional		
Vocera	☐ Fully functional ☐ Partially functional ☐ Nonfunctional		
Video/Television/Internet/ Cable	☐ Fully functional ☐ Partially functional ☐ Nonfunctional		
Other	☐ Fully functional ☐ Partially functional ☐ Nonfunctional		
Utilities, External System	Operational Status	Comments (If not fully operational/functional, give location, reason, and estimated time/resources for necessary repair. Identify who reported or requested.)	
Electrical Power - Primary Service	☐ Fully functional ☐ Partially functional ☐ Nonfunctional		
Sanitation Systems	☐ Fully functional ☐ Partially functional ☐ Nonfunctional		
Water	☐ Fully functional ☐ Partially functional ☐ Nonfunctional	(Reserve supply status)	
Natural Gas	☐ Fully functional ☐ Partially functional ☐ Nonfunctional		
Other	☐ Fully functional ☐ Partially functional ☐ Nonfunctional		



HICS 251: Facility System Status Report (3 pgs)

**Seattle-King County Department of Public Health
Hospital Damage Assessment Checklist**

Emergency/Incident: _____ Date: _____ MSG No. _____
(SEQUENCE WITH OTHER MESSAGES)

Facility: _____ Floor/Wing/Room: _____

To be used to report back to MedNet Control or Emergency Operations Center. Not to be used for building safety assessment or inspection.

None Minor Major Destroyed Damaged? Check appropriate category, provide comment only if necessary

(0)	(1)	(2)	(3)	Structural
☐	☐	☐	☐	a. External walls: _____
☐	☐	☐	☐	b. Internal walls: _____
☐	☐	☐	☐	c. Roof: _____
☐	☐	☐	☐	d. Floors: _____
☐	☐	☐	☐	e. Stairwells/Fire Exits: _____
☐	☐	☐	☐	f. Other structural: _____

Key
None = No apparent damage detected
Minor = Some damage - does not hinder use
Major = Significant damage - must have compensation to use
Destroyed = Unusable / unsafe - for use due to significant hazard

(0)	(1)	(2)	(3)	Non-structural
☐	☐	☐	☐	g. Ceilings/Light fixtures: _____
☐	☐	☐	☐	h. Windows: _____
☐	☐	☐	☐	i. Interior walls: _____
☐	☐	☐	☐	j. Mechanical equipment: _____
☐	☐	☐	☐	k. Elevators: _____
☐	☐	☐	☐	l. Other hazards: _____

Yes	No	Limited	Resources Available/Functional? Check Appropriate box. Provide comment only if necessary.
☐	☐	☐	m. Electrical Power: _____
☐	☐	☐	n. Generation: _____
☐	☐	☐	o. Generator fuel (based on 8-hr. usage): _____
☐	☐	☐	p. Water: _____
☐	☐	☐	q. Heat (steam/gas/etc.): _____
☐	☐	☐	r. Telephone (landline): _____
☐	☐	☐	s. Cellular phone: _____
☐	☐	☐	t. Radio (system type): _____
☐	☐	☐	u. Other: _____
☐	☐	☐	v. Medical supplies: _____

Present	Need	Staffing
_____	_____	w. Medical Staff: _____
_____	_____	x. Nursing/Paramedic: _____
_____	_____	y. Ancillary/Support: _____
_____	_____	z. Other staff needed: _____

When complete fax to Health Dept. EOC at (fax) _____ or transmit via amateur radio

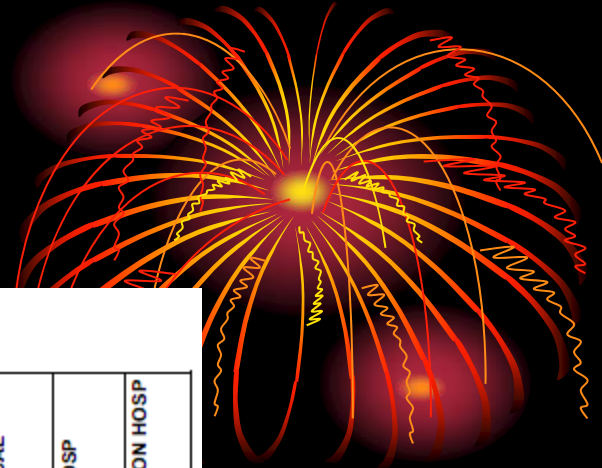
Completed by Name/Call Sign: _____ info. Provided by: _____

11/08/2001



Hospital Damage Assessment Checklist

Hospital Capacity Report



DATE:
TIME:
INITIALS:

REGION 6 -KING COUNTY HOSPITAL CAPACITY REPORT

CIRCLE APPROPRIATE LETTER	AUBURN GEN HOSP (253-833-7711)	CHILDRENS HOSP (206-526-2222)	ENUMCLAW COMMUNITY - (360-825-2505)	EVERGREEN HOSP (425-899-1700)	GROUP HEALTH HOSP - ES (425-883-5151)	HARBORVIEW HOSP (206-731-3000)	HIGHLINE COMM. HOSP (206-431-5314)	NORTHWEST HOSP (206-368-1765)	OVERLAKE HOSP (425-688-5200)	ST. FRANCIS HOSP (253-838-9700)	SWEDISH BALLARD (206-781-6341)	SWEDISH - FIRST HILL (206-396-2673)	SWEDISH PROVIDENCE (206-320-2111)	UNIVERSITY HOSP (206-548-6190)	VALLEY MEDICAL (425-251-5105)	VETERANS HOSP (206-764-2130)	VIRGINIA MASON HOSP (206-583-6433)
Are you accepting patients?	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
If no, why not? ***	S/E/F	S/E/F	S/E/F	S/E/F	S/E/F	S/E/F	S/E/F	S/E/F	S/E/F	S/E/F	S/E/F	S/E/F	S/E/F	S/E/F	S/E/F	S/E/F	S/E/F
Have you activated your Disaster Plan?	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
ER CAPACITY																	
Alpha-1 (NOW)																	
Alpha II (Within 30 mins)																	
OR CAPACITY																	
Bravo I (Within 30 mins)																	
Bravo II (Within 60 mins)																	
MED/SURG CAPACITY																	
Charlie I (Available beds)																	
Charlie II (ICU)																	
Charlie III (CCU)																	
Charlie IV (PEDS)																	
Charlie V (Psych)																	

LEGEND: NOT ACCEPTING PATIENTS BECAUSE
S=STAFFING INADEQUATE
E=EQUIPMENT FAILURE
F=FACILITY NOT FUNCTIONAL

**Medical Services Team
Emergency Medical Supply Checklist**

Emergency/Incident: _____ Date/Time: _____ MSG# _____

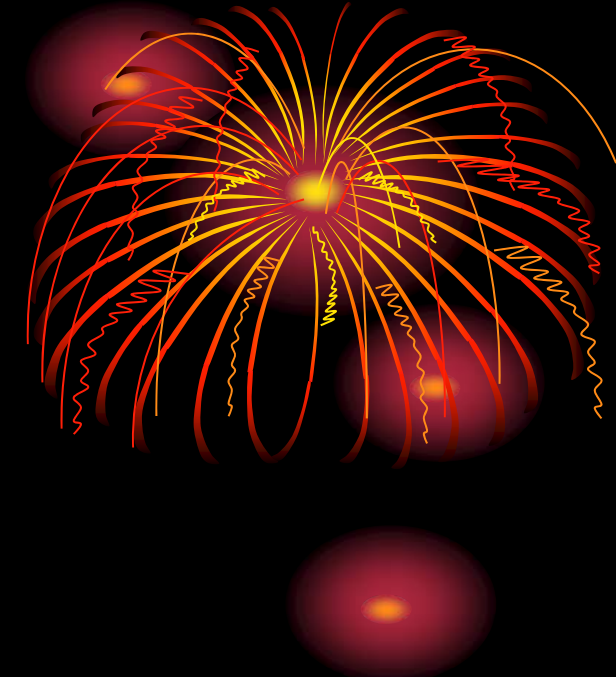
Exercise: _____ Facility Name: _____

To be used by radio operators to report back to Net Control or Emergency Operations Center. Not to be used for routine supply requisition. Refer to Standard Supply List for order numbers when possible.

Yes	Quantity	Unit	
			<u>Pharmaceuticals: (from Pharmacy)</u>
*	_____	_____	_____
*	_____	_____	_____
*	_____	_____	_____
			<u>IV or Sterile Solutions: (from Pharmacy)</u>
*	_____	_____	_____
*	_____	_____	_____
*	_____	_____	_____
			<u>Medical Gases:</u>
*	_____	_____	_____
*	_____	_____	_____
			<u>Sterile supplies:</u>
*	_____	_____	_____
*	_____	_____	_____
*	_____	_____	_____
*	_____	_____	_____
*	_____	_____	_____
			<u>Other:</u>
*	_____	_____	_____
*	_____	_____	_____
*	_____	_____	_____
*	_____	_____	_____
*	_____	_____	_____
			<u>Linens:</u>
*	_____	_____	_____
*	_____	_____	_____
*	_____	_____	_____

Medical Provider Signature: _____ (required)

Radio oper. Name/call: _____ Transmitted: (date/time) _____



Medical Supply Checklist

If you need to use your own equipment ...



If there's damage to your assigned facility's radio room, you may have to move to your own radio equipment...

- Have the channel assignment list for your radio printed out in your duty log.
- Have a copy of your radio's Operator Manual. Can you re-program it on-the-fly?

Message Forms



- Passing traffic is our primary function, but
- Messages will be passed to you, the radio operator, in every conceivable format
- Your job is to figure out what information you need to accurately pass the message to the right person and, if necessary, get the reply back to the original author

Tactical vs Formal



- Most radio traffic during a disaster or emergency will be tactical, not formal
- NTS preamble information and spelling each word is usually not necessary
- Hundreds of messages must get through
- Take-home lesson: use your judgment, but get the basic message through and free up the frequency.



The American Radio Relay League
RADIOGRAM
Via Amateur Radio

NUMBER	PRECEDENCE	RX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE

To:

This Radio Message was received at:

Amateur Station _____ Date _____
Name _____
Street Address _____
City, State, Zip _____

Telephone Number:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FROM	DATE	TIME	TO	DATE	TIME
REC'D			SENT		

Licensed Amateur Radio Operator, whose address is shown above, has filed this message form of change. As such messages are handled solely for the pleasure of receiving, a "Yes" Operator can accept no compensation. A return message may be filed with the "Yes" delivering this message to you. Further information on Amateur Radio may be obtained from ARRL, Headquarters, 221, Main Street, Newington, CT 06111.

The American Radio Relay League, Inc. is the National Membership Society of licensed radio amateurs and the publisher of QST Magazine. One of its functions is promotion of public service communication among Amateur Operators. To that end, The League has organized the National Traffic System for daily nationwide message handling.



Traditional NTS
Radiogram Form
for formal, exact
message traffic.
Not usually
appropriate for
emergency net
traffic.

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
347	PRIORITY	E	K7ABT	ARL 14	BEAVERTON OR	0830	July 8
TO: ARES Coordinator			Donald Smith				
Washington County EOC			1641 58TH				
			Beaverton OR 97006				
TELEPHONE:			503-555-1212				
ARRIVED	BEAVERTON	EOC	0715	X	(5)		
ARL	NINE	2	ARL	ELEVEN	(10)		
KB7VHI	14690	UNTIL	1030		(15)		
SIGNATURE: Alvin Carlson KB7VHI							

SAMPLE RADIOGRAM AND NTS QUICK REFERENCE

Formally read as:

Message number three four seven, priority, Echo, Kilo seven Alpha Bravo Tango, ARL one four, Beaverton OR, zero eight three zero local, July eight.

Initials Alpha Romeo Echo Sierra, coordinator, Washington County Initials Echo Oscar Charlie, no phone, break for text.

Alternate: Donald Smith, figures one six four, mixed group one five eight Tango Hotel, Beaverton OR figures nine seven zero zero six, phone, five five zero three, five five five, one two one two, break for text.

Arrived, beaverton, initials Echo Oscar Charlie, figures zero seven one five, xray, ARL, nine, figures two, ARL, eleven, mixed group Kilo Bravo seven Victor Hotel India, figures one four six decimal nine zero, until, figures one zero three zero, break for signature.

Alvin Carlson, end of message.

Notes:

- Spell phonetically all difficult or unusual words.
- Do not use CW abbreviations or Q-signals.
- ARL numbers should be spelled out.
- Messages MUST have a signature.

Figures – The following word is a number [decimal number]. Telephone numbers are considered three words in text.

Initials – The following word is a series of letters.

Mixed Group – The following word is a combination of letters and numbers.

Precedence: (highest to lowest)

- If unsure about precedence, consult with Net Control.
- Welfare and Routine not typically used in EOC traffic.

Emergency – Message having life and death urgency transmitted by Amateur Radio in the absence of regular commercial facilities. This includes official messages of welfare or government agencies. If in doubt do not use it.

Priority – Important message having a specific time limit. Official messages not covered in the Emergency precedence; Notification of death or injury in a disaster area, personal or official.

Welfare – Message that is either a) an inquiry as to the health and welfare of an individual in the disaster area b) an advisory or reply from the disaster area that indicates that all is well.

Routine – Most traffic carries this designation.

Handling Instructions:

HXA – Collect landline delivery within miles (if no number, unlimited authorization).

HXB – Cancel message if not delivered within hours of filing time; inform originator.

HXC – Report the date and time the message was delivered to the originating station.

HXD – Each station that handles the message should report identity and TOD of delivery to next station.

HXE – Delivering station get reply from addressee, originate message back.

HXF – Hold delivery until (date).

HXG – Delivery by mail or landline toll call not required. If expense is require, cancel and inform originator.

Phonetic Alphabet:

LETTER	WORD	LETTER	WORD	LETTER	WORD
A	Alpha	J	Juliet	S	Sierra
B	Bravo	K	Kilo	T	Tango
C	Charlie	L	Lima	U	Uniform
D	Delta	M	Mike	V	Victor
E	Echo	N	November	W	Whiskey
F	Foxrot	O	Oscar	X	Xray
G	Golf	P	Papa	Y	Yankee
H	Hotel	Q	Quebec	Z	Zulu
I	India	R	Romeo		

Common pro-words used on Nets:

Break – Reading message: A separation between portions of a message. **Interruption**: Declare a need to use the frequency for an emergency. For a non-emergency interrupt using your call sign.

Clear – Done with a call.

Monitoring – Station is not involved in a conversation, but is monitoring the frequency.

Over – Simplex: My transmission is ended and I expect a response from you. **Repeater**: Not used on a repeater.

Roger – I have received all of your last transmission.

Say Again – Please repeat the last transmission.

Securing – Station is leaving the air.

Words Twice – While sending: Since communication is difficult, every phase in this message will be sent twice.



However, you should have NTS forms and the Quick Reference for those occasional formal messages



Number	Precedence	Handling	Station of Origin	Check	Place of Origin	Time Filed	Date Filed
		Optional-FOIE Third reply					

Received From	Date	Time	Sent To	Date	Time

Number	Precedence	Handling	Station of Origin	Check	Place of Origin	Time Filed	Date Filed
		Original not forwarded					

Received From	Date	Time	Sent To	Date	Time

30



ICS-213 Radio Message - Instructions for Use



PURPOSE: Provide a standardized format for documenting messages to be transmitted by radio. This form allows us to send and receive ICS-213 messages in standard NTS radiogram format.

INSTRUCTIONS FOR COMPLETING TOP HALF OF FORM – INITIAL MESSAGE:

Print legibly. Send message in the order listed here, according to this key:

- *required*
- opt *optional – transmit if value filled in, otherwise skip*
- dup *duplicate information – do not transmit over the air (shaded fields on form)*
- * **Number** Use the fire station number or location, hyphen, then sequentially number your messages beginning with "1". Example: 18-1 (first message from Fire Station 18) or ECC-4 (fourth message from the ECC)
- * **Precedence** All emergency messages are either "EMERGENCY" or "P" (Priority)
- opt **Handling** Optional. Use HXE if message needs a reply.
HXA = use landline delivery; HXB = cancel message if not delivered within ___ hours; HXC = report date and time of delivery to originating station; HXD = each handling station should report identity and time of delivery to next station; HXE = delivering station needs reply; HXF = hold delivery until ___ (time or date); HXG = don't incur expense in delivering message
- * **Station of Origin** Call sign of first ham to send message from the author.
- * **Check** The number of words in the body of the message.
- * **Place of Origin** Location of message author (e.g., fire station, ECC).
- * **Time Filed** Time the author hands the message to first ham sender. Use local time.
- * **Date Filed** Date the author hands the message to first ham sender.
- opt **1. Incident Name** Name of exercise or disaster, if known.
- dup **2. Date & Time of Message** Date & time of message. (Do not transmit over the air; same as "Time Filed" and "Date Filed".)
- * **3. To** Name of person to whom the message is intended.
ICS Position Title of person to whom the message is intended.
- dup **4. From** Name of person who composed the message. (Do not transmit over the air; see 7. Signature and Position.)
ICS Position Title of person who composed the message.
- opt **5. Subject** A few words to briefly describe the nature of the message.
- * **6. Message** The body of the message.
- * **7. Signature and Position** The message author should sign the message with his/her title. (Matches information in "4. From, ICS Position".)

OPTIONAL LOGGING FIELDS:

If you are the receiver of the message, you may record "Received From", "Date", "Time".

If you are the sender of the message, you may record "Sent To", "Date", "Time".

Received From	Date	Time	Sent To	Date	Time
Call sign	Received date	Received time	Call sign	Sent date	Sent time

IF THERE IS A REPLY TO THE ORIGINAL MESSAGE, COMPLETE THE LOWER HALF OF THE FORM IN THE SAME MANNER AS DESCRIBED ABOVE.



Instruction sheet for
the radio-friendly ICS-
213 message form.